

Professional and Managerial Branch
Cultural Group
Library Series

ASSISTANT TRANS-PECOS LIBRARY SYSTEM COORDINATOR

04/95

Summary

Under supervision, assist in the development, implementation, supervision and evaluation of Texas Trans-Pecos Library Systems programs.

Typical Duties

Assist Coordinator in the administration of System programs. Involves: administering the operation of the Interlibrary Loan Section; administering the collection development, continuing education, and automation programs; conferring with Texas State Library staff members; assisting in planning and monitoring budgets for System-member automation, networked computerized resources, and other grant-funded projects.

Provide consultation to System libraries through on-site visits and telephone contacts. Involves: explaining requirements and objectives of grant projects to System members; assisting and advising member libraries on use of automated cataloging systems, database software, computer hardware including networks, and similar technology; providing assistance in library procedures; developing and conducting training for rural and small-town library staff.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Performs related administrative duties. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates or coworkers, if necessary; assisting in the production of the System newsletter; preparing annual comprehensive survey of programs and monthly statistical reports for the Texas State Library for review by System Coordinator prior to due date.

Minimum Qualification:

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and four (4) years of progressively responsible postgraduate professional library experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: the principles, techniques and methods in the operation of a public library; computer-based and other library services. Good knowledge of: personal computer equipment and related software, including network software; automated cataloging systems and databases; current service delivery techniques such as distance learning by satellite transmission instruction or similar methods; supervisory techniques, standards of conduct and work attendance. Some knowledge of budgeting practices and procedures.

Ability to: plan and evaluate library programs; supervise a large variety of library operations; recommend acquisition of library automation equipment and related software communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees and the general public; supervise, train and evaluate assigned personnel; maintain records and prepare comprehensive reports and maintain records.

Special Requirement: Occasional short stay, out-of-town travel.

Licenses and Certificates: Valid U.S. Driver's License.

Director of Personnel

Department Head

